



# Searching for Jobs

*The job market has gone electronic. You can use the Internet to search for jobs and market yourself.*

## Search for Jobs Online

Most employers post their job openings on multiple websites, so make sure you are looking in several places. Job announcements on the web move quickly, so search daily and start early.

Here are some recommended job search sites:

- [jobs.utah.gov](http://jobs.utah.gov)
- [indeed.com](http://indeed.com)
- [simplyhired.com](http://simplyhired.com)
- [snagajob.com](http://snagajob.com)
- [careerbuilder.com](http://careerbuilder.com)
- [monster.com](http://monster.com)
- [usajobs.gov](http://usajobs.gov)

In addition to these online job banks, you should visit employer websites to look for current job openings and application information. Don't be afraid to apply for older listings. A position listed a couple of months ago may still be available, and fewer people are likely to be applying. Keep in mind that just because a posting is dated doesn't mean that the company is not desirable to work for; they just might not have found the right candidate.

Develop a system to organize your efforts and keep track of jobs, usernames and passwords. Keep them in a safe, orderly place.

## Register at [Jobs.utah.gov](http://Jobs.utah.gov)

As a registered job seeker with the Department of Workforce Services, you will have access to one of

the most powerful job boards in Utah: [jobs.utah.gov](http://jobs.utah.gov). Thousands of employers use [jobs.utah.gov](http://jobs.utah.gov) every year to post jobs and search for qualified applicants. It is convenient, fast and available 24 hours a day. There is no cost to access [jobs.utah.gov](http://jobs.utah.gov), and there are plenty of new job listings every day. You can also post your resumé and access helpful links such as:

- America's Job Bank: A search engine for job openings nationwide.
- Utah's Job Bank: A list of current job openings in our database as well as any listings employers have placed themselves.
- FirmFind: A program that allows you to search for companies that typically employ people in your field.

Our computerized system matches your skills, abilities and work experience to employers' job requirements. There is a wide range of jobs available in many types of industries and occupations. Both private and government employers list job opportunities. Jobs range from unskilled to highly technical and can be permanent, part-time or temporary.

When you register, make sure you include a current phone number, address and professional email address. Ensure skills and availability are accurate.

Allow employers to view any or all of your employment history entries. Make sure the job description is complete and use correct grammar and punctuation. Employers could contact you for a job even before you have a chance to apply.

## To-Do List:



- Register at [jobs.utah.gov](http://jobs.utah.gov).
- Keep a job search log.
- Do your research to find out about companies, about jobs in demand and what they pay.
- Maintain a professional online image on all social media sites.
- Make sure your voicemail message is appropriate.
- Use the worksheets at the end of the section.

## Search for jobs at [Jobs.utah.gov/jobseeker](http://Jobs.utah.gov/jobseeker)

To begin, create an account to apply for thousands of jobs. If you find something you like, follow the instructions on the announcement to apply. Make sure you are completely registered so that you can see the application instructions.

Check your status and update your accounts frequently on both [jobs.utah.gov](http://jobs.utah.gov) and other job boards and websites.

What you may not realize is that while you're on the site looking for jobs, employers are on the site looking for you. Are you ready to be found?

Ask yourself two very important questions:

1. "Can employers view my online information?" It's your choice. When you register for work at [jobs.utah.gov](http://jobs.utah.gov), a profile, similar to a resumé, is created for you. You then have the option of making your profile visible to employers. Will they find your profile? That depends on two things:
  - Is it available for them to see?
  - Does your registration match their qualifications?

If you answered "no" to the first question, you can ignore the second. They'll never know if you're the right candidate if they can't see your profile.

2. "Is my information complete?" Before making your profile available to employers, make sure it's complete. Carefully review each part of your work registration to make sure it includes everything you would want an employer to see. Make sure spelling, grammar and punctuation are correct. As a rule-of-thumb, if you're ready to apply for a job, you're ready for employers to see your profile.

## Do Your Research

Doing your research can give you a big advantage over other applicants. Employers value job seekers who know key information about their company because it demonstrates interest and enthusiasm. Doing your research will also help you decide if the company will be a good fit for you. The following are some valuable websites for employer information:

- Company websites
- Utah Economic Data Viewer
- FirmFind
- Professional association websites
- Search engines

When researching a company, consider the following questions:

- What products/services does the company provide?
- What is their mission statement?
- Who is the head of the company? What do you know about him or her?
- Where is the company's headquarters? How many locations does the company have?
- What is the corporate culture?
- What is the reputation? What awards or recognitions have they received?
- What are their plans for the future?
- What are their strengths, weaknesses and challenges?
- What divisions of the company interest you and why?



## Have a Professional Voicemail Message

As you apply for jobs, you want to make sure that employers will not get the wrong impression when they call you for an interview. Make sure you have a voicemail message that is clear and professional. Remove ringback tones and check your messages and return calls daily.

- Smile while you record your message.
- Use your first and last name.
- Speak clearly and slowly.
- Eliminate distracting background noise while recording.

### *Example:*

"Hello, you have reached \_\_\_\_\_. Please leave your name, number and a message after the tone and I will return your call as soon as possible. Thank you, and have a nice day."

"You have reached Joe Anderson. Please leave your name and number and I will return your call as soon as possible. Thank you, and have a great day."



## Protect Your Information

It is important that you remember to protect your personal information. While most online job listings are reliable and trustworthy, some are designed to steal, sell or distribute your personal information.

Remember, a legitimate and trustworthy employer will never do the following:

- Offer you a job on the spot without getting to know you first.
- Require you to pay them money before you apply or start work.
- Ask for personal information such as your social security number, credit or debit card numbers, bank account information or tax ID information.

If you have concerns about whether an employer is legitimate, you should check the following places:

- Company website or physical location.
- The Department of Commerce to verify the business license.
- The Better Business Bureau to identify complaints.

Remember that your impressions of a company can help you. If you feel that a company is asking you for too much information or requiring you to do things before employment with which you are not comfortable, you should think twice about pursuing that job.

If you are concerned that you have given too much information to an employer or online, here are some resources that can help:

- Visit [idtheft.utah.gov](http://idtheft.utah.gov).
- Place fraud alert on credit reports at
  - Trans Union: 1-800-680-7289; [transunion.com](http://transunion.com)
  - Equifax: 1-800-525-6285; [equifax.com](http://equifax.com)
  - Experian: 1-888-397-3742; [experian.com](http://experian.com)
- Close accounts that have been tampered with or fraudulently opened.
- File a complaint with the Federal Trade Commission.

## Maintain a Professional Online Image

- Remove questionable photos and videos, highly personal information or controversial content on all social media sites and blogs or anything a Google search with your name would pull up.
- Use Facebook to post your marketing message.
- Create a career profile on professional networking sites like LinkedIn.
- Make sure profiles on networking sites like YouTube and MySpace are appropriate.



Employers use the Internet to research and connect with potential employees. Put your name in a search engine such as **Google** to see what employers might find, and remove questionable material. Make sure you present a professional online image. Be positive and consider what you would want a potential employer to see.

Create career profiles on professional networking sites.

**LinkedIn** is the world's largest professional network where you can post your resumé and showcase your skills. LinkedIn helps job seekers network with and create new contacts by searching your profile and email address book to find contacts that have existing LinkedIn accounts and then connecting you to people you already know. If you are actively looking for a job, you can create an online profile, let your contacts know you are looking for employment, join groups related to your line of work, apply for jobs and research companies that you are interested in. Remember to keep your account current.

**Facebook** is another effective site for expanding your network. Use Facebook to post your marketing message, update your job status and let your friends know that you are looking for work. Update your friends and contacts on your progress and they will likely alert you to job opportunities that arise.

**Email:** You can easily manage and track your online job search if you use a separate email account just for job searching. Make sure that your email address is professional, not offensive, not revealing and simple. For example, do not use addresses such as grandmaof4@hotmail.com or goodkisser@gmail.com, but instead use something like joesmith@hotmail.com.





## Utah Economic Data

At [jobs.utah.gov/jsp/wi/utalmis](http://jobs.utah.gov/jsp/wi/utalmis) you can find a helpful tool called the Utah Economic Data Viewer. Here you can search for economic and demographic information that may be useful in helping you make decisions. For instance, you can find out what jobs are in demand, how much they pay, what education or training is required and what jobs are projected to be in demand in the future. This is very helpful when you are making long-term career decisions. Following is a list of the tools you will find.

**Occupational Explorer** — Find estimates for the number of Utah job openings, wages, skill requirements, related occupations, what the employment outlook is, training and education information, and current openings listed with the Department of Workforce Services.

**County and Statewide Information** — Find economic and demographic profiles and publications for Utah counties, including employment information, population, sales tax and construction information.

**Wages and Occupational Openings Data (WOOD)** — Find jobs that are in demand and what they pay, locate the job outlook through star ratings, and search for current job openings.

**Utah Labor Force Data Viewer** — Find Utah employment and unemployment data by county and statewide since 1990.

**Local Employment Dynamics** — Find employment, job creation, turnover and earnings by industry, age, sex and race or ethnicity; find dynamic information that reflects the rapidly changing economy. Information is available for a specific county, groups of counties or the entire state.

**FirmFind** — This useful tool will help you in your job search as you research employers. Here you can look at the database of employers and businesses in Utah to find the following:

- An online directory of more than 80,000 companies or businesses in Utah
- Business name, address, phone number, industry group and employment size
- Company information by county, state or zip code
- Search options by industry group, by occupation, by name and by size (number of employees)
- Downloadable search results or entire directory

FirmFind provides names, addresses, phone numbers, industry and employment size of virtually all firms in Utah. Information is available for a specific county, groups of counties or the entire state.

**Industry Employment and Wages** — Industry employment and wage data is collected through the Quarterly Census of Employment and Wages (QCEW) program. The primary source for QCEW data are the reports submitted by employers to the Utah Unemployment Insurance program.

**Population Data Viewer** — The official state and county population estimates for the State of Utah.





## Job Search Preparation Employer Research Worksheet

Name of company: \_\_\_\_\_ Website: \_\_\_\_\_

What products or services does the company provide?	
What is the company's mission statement?	
Who is the head of the company? What do you know about him or her?	
Where is the company's headquarters? How many locations does the company have?	
What is the company's corporate culture?	
What is the company's reputation? What awards or recognitions have they received?	
What are the company's plans for the future?	
What are the company strengths, weaknesses and challenges?	
What projects and divisions of the company interest you and why?	
Why are you interested in working for <i>this</i> company?	

Other Notes:

*Download this form at [jobs.utah.gov/jobseeker/oltools/resumeinterviewresearch.pdf](https://jobs.utah.gov/jobseeker/oltools/resumeinterviewresearch.pdf)*